



Date: \_\_\_\_\_

### VACANT PROPERTY REGISTRATION

Residential Property       Commercial Structure

**Fee: \$250.00**

#### Property Information

Address of Property: \_\_\_\_\_

#### Owner Information

Name of Legal Property Owner(s): \_\_\_\_\_

Property Owner Address: \_\_\_\_\_ (P.O. Box Not Acceptable)

Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**\*\* Please complete the box below ONLY if an agent has been assigned to the property\*\***

**\* If the owner resides outside a 30 mile radius from Aurora, you must designate a local Agent (within 30 miles of an Aurora Border) to accept property maintenance and notice/service responsibility.\***

Agent Name: \_\_\_\_\_

Address: \_\_\_\_\_ (P.O. Box Not Acceptable)

E-Mail: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

I/WE \_\_\_\_\_ authorize my/our agent \_\_\_\_\_ to act on my/our behalf as my/our registered agent.

However, I/we understand that as the legal owner(s) of this property I/we will be responsible for the actions and/or inactions of the agent listed above.

**\*A Certificate of Liability Insurance for each vacant property must be provided to the City with the initial vacant property registration form AND subsequent renewal applications per Sec 12-509 of the City ordinances (see below).\***

(1) Residential properties:	
(i) Single-family and two (2) units:	\$250,000.00
(ii) Three (s) to eleven (11) units:	\$750,000.00
(iii) Twelve (12) to forty-nine (49) units:	\$1,000,000.00
(iv) Fifty (50) or more units:	\$2,000,000.00
(2) Commercial structures:	\$2,000,000.00

**\*Registration is considered incomplete if not provided\***

#### **Do Not Write Below This Line**

Property Zoned: \_\_\_\_\_ # Dwelling Units: \_\_\_\_\_ Ward #: \_\_\_\_\_ Parcel #: \_\_\_\_\_

Fee Enclosed: \_\_\_\_\_ Water shut off:  Yes  No  Insurance Certificate

License #: \_\_\_\_\_

**(CONTINUE TO REVERSE SIDE)**

**City of Aurora Division of Property Standards- 77 S. Broadway Aurora, IL 60505. Phone: (630) 256-3770**

**Fax: (630) 256-3789 Website: aurora-il.org E-Mail: pscs@aurora-il.org**

# Voluntary Consent to Enter onto Property

## City of Aurora, Illinois

1. I understand that the signing of this Consent Form is wholly voluntary and that if I choose not to sign it, there will be no penalty or impact on my rental license.
2. The undersigned property owner/agent/tenant hereby gives consent to the City of Aurora Property Standards

or the purpose of conducting an inspection

\_\_\_\_\_

pursuant to the City Property Maintenance Ordinance.

3. This consent is specifically limited to the following activities which may be performed by the Division of Property Standards, its agents or contractors. These actions include, among other activities, initial exterior inspections, property maintenance abatement cleanups and other abatement actions as well as subsequent exterior and interior inspections.
4. The Division of Property Standards, its agents or contractors may enter onto the property during normal business hours and may enter onto the property after agreement from the undersigned.
5. The undersigned shall not be liable for any injury, damage or loss on the property suffered by the Division of Property Standards, its agents, contractors or employees not caused by the negligence or intentional acts of the undersigned's agents or employees.
6. I understand that this consent shall remain in effect until the expiration of the current licensing period and/or until such time as the inspector determines the violations have been cured or the undersigned send a written request to withdraw the consent to the Property Standards Division.

I do not wish to sign the Consent Form.

\_\_\_\_\_

Signature of Undersigned (Property Owner/Agent)

\_\_\_\_\_

Print Name

\_\_\_\_\_

Date

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### STATEMENT OF INTENT

- 1 What is the expected period of vacancy (including the date initial vacancy)?

\_\_\_\_\_

- 2 What is the intent of the property? (i.e. sale, rehabilitation, rent, etc....)

\_\_\_\_\_

- 3 What measures will be taken to assure that the premises remain free from nuisance conditions and in good order in conformance with the vacant structure maintenance standards?

\_\_\_\_\_

- 4 What is the plan for regular maintenance during the vacancy to comply with all of the applicable property maintenance, building and zoning codes of the City?

\_\_\_\_\_

I the undersigned, hereby certify and understand that:

1. The information submitted in this application is an accurate representation of the facts on the date of the application
2. The registration/license fee does not constitute official licensing until compliance with all the provisions of the Property Maintenance Code has been verified through inspection by authorized personnel.

\_\_\_\_\_

Owner/Agent Signature(s):

**Note: If at any time the above occupancy changes, the Division of Property Standards must be notified within 10 business days. Failure to do so may result in a fine of up to \$500 in addition to the applicable license fee.**